

18 October 1966

Rita:

FOIAb3b

Here is the package on the correspondence handbook from [REDACTED].
I have skimmed through it and, unfortunately, it doesn't seem to offer a great
deal of help. Most of the work [REDACTED] and Sally have done relates FOIAb3b
only to the Office of the Directors and those girls represent only a very small
percentage of the people in the Agency who need the Handbook.

This serves to emphasize, however, the validity of having a separate
section of the Handbook for use of secretaries who have to spend a lot of
their time preparing correspondence for the Office of the Director.

Sally suggests that the part of the Handbook for general use be slanted
more toward Agency use than it is toward the general Government manual.
Perhaps that will mean more to you than it does to me, but it sounds like a
good idea.

If you would like to discuss this further, or if I can help in any way,
please stop in.



RHW